

Facilities Operations Travel Policy

Revised: n/a

FacOps/PPS No. 04.04.02

Issue No. 1

Reviewer: Administrative Assistant

Effective Date: 9/1/2018 (ENY)

Review Date: 9/20

01. POLICY STATEMENT

- 01.01 The purpose of this Facilities Operations (FacOps) Policies and Procedures Statement (PPS) is to establish and clarify expectations and allowances for travel performed by Facilities Operations employees.
- 01.02 The University's Accounts Payable's Travel Office provides policy, guidance, and oversight for University employees' travel.
- 01.03 This Facilities Operations policy does not supersede the Travel Office; it clarifies determinations, procedures, and expectations for travel by employees of the Facilities Operations department.

02. FACOPS NORMAL PLACE OF WORK & ASSIGNED DUTY POINT

- 02.01 Facilities Operations Employees' Normal Place of Work (UPPS 04.04.01):
 - a. For all administrative and trades employees based on the San Marcos Campus, the normal place of work is the San Marcos campus with the address of 601 University Dr., San Marcos, Texas 78666.
 - b. For all administrative and trades employees based on the Round Rock campus, the normal place of work is the Round Rock campus with the address of 1555 University Blvd., Round Rock, Texas 78665.
- 02.02 Any FacOps employee traveling beyond a 50-mile radius of her/his normal place of work to a designated assigned duty point (e.g., training, conference, etc.) is considered in a "travel" status.
- 02.03 The distinction is made that, in the course of one's employment with the University, normal place of work is permanent; assigned duty point is temporary.

03. DETERMINATION OF DISTANCE, THRESHOLD & EXCEPTIONS

- 03.01 Consistent with Travel Office and FSS policy, the website www.mapquest.com is used to determine distance for all FacOps travel and reimbursement purposes.

03.02 In support of 02.02 above, a 50-mile radius is established as a threshold to determine eligibility for the “travel” status for FacOps employees.

03.03 Examples of exceptions to the 50-mile radius designation of “travel”:

- a. While on call, FSS/PPS 04.04.05, using www.mapquest.com, provides for employee reimbursed for mileage traveled using personal vehicles for call backs regardless of the distance from an employees’ normal place of work.
- b. An employee drives a University vehicle from the San Marcos campus to Ft. Worth to retrieve a specialized piece of equipment for an emergency repair (~220 miles).
 - 1) S/he is performing a necessary function of her/his duties, is beginning the journey during normal business hours, is operating a University vehicle, and is using a University fuel card; and
 - 2) The employee is not traveling to an assigned duty point; therefore,
 - 3) This situation does not constitute “travel.” **However**, if the employee was forced to remain overnight requiring lodging somewhere along the journey (e.g., equipment not ready for retrieval, vehicle failure, etc.), the journey would constitute “travel” and all related travel processes and allowances become effective.

04. DETERMINATION OF TRAVEL STATUS, METHOD OF CONVEYANCE & OVERNIGHT LODGING

04.01 An FacOps employee is in a travel status when s/he is absent from her/his normal place of work, is beyond a 50-mile radius of the University address to which assigned, and is temporarily present/working at an assigned duty point (e.g., training, conference, etc.).

04.02 In the course of University-approved travel, determination of conveyance via personal or University vehicle is a practical endeavor:

- a. In almost all cases of authorized FacOps travel, it is expected that an employee will utilize a University vehicle to travel from her/his normal place of work to the assigned duty point and back.
- b. Use of an employee’s personal vehicle is authorized only by the FacOps Director or Assistant Director and only when travel to the assigned duty point from the employee’s normal place of work is not fiscally nor practically prudent.

Example:

 - 1) A Round Rock campus FacOps employee lives in Lockhart and is scheduled to attend a two-day training course in San Antonio (i.e., assigned duty point).

- 2) The travel from the employee's home to Round Rock (her/his normal place of work) is ~52 miles one-way to pick up a University vehicle, which is ~104 miles round-trip.
- 3) However, the travel from the employee's home to the assigned duty point is ~75 miles.
- 4) Thus, instead of wasting the time and fuel to pick up the University vehicle, the employee is authorized mileage reimbursement to drive directly from her/his home to the assigned duty point.

04.03 Travelers performing multi-day travel 50+ miles from their normal place of work (or authorized home of departure, whichever is applicable as described in 04.02) are allowed overnight University-paid lodging in proximity to the temporary assigned duty point.

04.04 Questions or concerns regarding this determination and associated allowances should be directed to the FacOps Director or Assistant Director.

05. ADMINISTRATIVE PROCEDURES FOR TRAVEL

05.01 Any FacOps employee in a travel status must be covered by an approved Travel Request. A travel request for emergency travel may be initiated and approved retroactively.

05.02 Numerous processes related to University travel take time to coordinate and complete. Therefore, FacOps employees intending to travel must coordinate with the FacOps Administrative Assistant III (AIII) as soon as s/he becomes aware of the need to travel.

05.03 The FacOps AIII will coordinate all aspects of FacOps employees' travel via TRAVELTracks in SAP from initial coordination and/or registration through expense reporting and/or reimbursement.

06. RESPONSIBILITIES OF FACOPS TRAVELERS

06.01 Any FacOps employee traveling on University business must adhere to all policies and procedures of the University as well as those of the entity(ies) with whom s/he is interacting at the assigned duty point. Violations will be subject to disciplinary action.

06.02 Upon completion of travel, FacOps employees will provide to the AIII all documents required to close out the open approved travel request. Per Travel Office policy, all travel must be closed out within 30 days of completion of the travel.

07. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

07.01 Major responsibilities for routine assignments associated with this FacOps/PPS include the following:

Position	Section	Date
Administrative Assistant III for Facilities Operations	Review	September 1 (ENY)

08. CERTIFICATION OF STATEMENT

This FacOps/PPS has been approved by the following individuals in their official capacities, and represents Facilities Operations policy and procedure from the date of this document until superseded.

Assistant Director, Facilities Operations, Reviewer

Director, Facilities Operations

Approved: Bud R. McVey Reviewer

Approved: [Signature] Director for Facilities Operations